



Cardiff University / Cardiff Half Marathon 2018

Role Description: *Bag Drop Support*

Date: Sunday 7th October 2018

Timings: 8am – 14.00 (approx.)

Location: Race Start/Finish – Cardiff City Centre – CF10 3ND

You will be undertaking a vital role in ensuring runners have a safe and organised area to leave their bags, while they participate in the race. It requires a lot of interaction with the runners, answering queries about where to go and what to do next, following security procedures and organisational skills. You will be really busy supporting and encouraging up to 25,000 runners and once the race has started there is an opportunity to grab a break and food in the Volunteer Hub and explore the runners village, before heading back to support and interact with the exhausted but elated runners collecting their bags!

The atmosphere will be electric as nervous runners drop their bags off and elated runners come back to collect them!

This role is very fluid on the day and we need you to be flexible, moving between different tasks as and when required.

As a team your role is to work together to set up and run the baggage tent, some of the tasks involved in your role are;

- Help with any last minute set up of the baggage pens and tables within the marquee
- Provide an efficient and friendly service to runners as they drop off and collect bags
- Ensure a baggage label is securely attached to each bag as it is dropped off
- Place all baggage in numerical system for quick recognition on collection
- Do not open bags or remove any personal belongings
- Help ensure the area is tidy and free of trip hazards
- Congratulate runners as they collect their bags – they deserve it!
- Help tidy up the area once all the bags have been collected

You will be very busy at certain times - before the race as runners drop bags off and after the race as runners complete the course. In between you will have a chance to have a break,

get some refreshments and experience the atmosphere while the runners tackle this iconic 13.1 miles course.

Everything needed to run the baggage station will be waiting for you, you just need to turn up with lots of energy and enthusiasm!

There will be a face to face briefing to go through everything you need to know for race day (date tbc) as well as a run through on the morning by the role supervisor.

As a thank you, you will receive a;

- Volunteer T-shirt to be worn on race day (on top of anything else you may be wearing) but yours to keep!
- Volunteer Drawstring bag to wear and keep your belongings in (yours to keep)
- Volunteer Lanyard with key information
- Food and drinks
- Training and support

By volunteering you are joining a large community of volunteers called the 'Extra Milers' who are 'Making the Diff'ERENCE' to ensure runners and spectators alike have the best experience possible!

We really could not do this without you and appreciate all your time and commitment!